

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Cement Finisher****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Repairs and maintains concrete sidewalks, curbs and gutters, bridges, roads, sea walls, and other structures. Performs ice, snow and storm debris removal.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|----|---|
| 1 | VH | Repairs concrete areas by removing unsafe curbs, gutters, sidewalks, driveways and roadways, setting forms and grading areas using various equipment and tools while ensuring proper water run-off. |
| 2 | VH | May perform specialized bridge maintenance by repairing bridge decks, girders, pilings, abutments, replacing damaged railings and guard railings, cleaning and painting steel girders and bearings, repairing seawalls, repairing joints and repairing bridge lights. |
| 3 | VH | Maintains and repairs asphalt by repairing damaged surfaces such as potholes, utility cuts and small resurfacing by use of various equipment and tools. |
| 4 | VH | Finishes concrete by pouring concrete, raking, floating, troweling, edging, cutting joints, and brooming cement using various equipment and tools, building and designing forms for special projects, designing and shaping concrete for specific jobs. |
| 5 | M | Responds to emergency situations by removing ice, snow and storm debris. |
| 6 | L | Performs other duties as necessary by acting as supervisor, providing training, and cleaning and maintaining equipment. |

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. |
| Experience | One years experience in Cement Finishing, or as Equipment Operator II, Asphalt or Concrete Operator. |
| Certifications and Other Requirements | Valid Driver's License. Requires a CDL within six months of appointment. |
| Reading | Work requires the ability to read operating instruction of various power tools, general correspondence, memorandums and letters, plans, blue prints and federal specifications. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write monthly maintenance reports for vehicles, filing time sheets and job site dimensions. |
| Managerial | N/A |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light | Medium | Heavy | Very Heavy X |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | C | Repairing concrete/asphalt, observations, inspections, repair and maintenance work |
| Sitting | O | Driving |
| Walking | F | Field work, observations |
| Lifting | F | Forms, concrete, pins, tools |
| Carrying | F | Tools, materials |
| Pushing/Pulling | F | Raking and grading |
| Reaching | F | Tools, materials, changing light fixtures |
| Handling | F | Forms, concrete, pins, tools |
| Fine Dexterity | F | Using tools |
| Kneeling | F | Setting forms, checking grade, finishing concrete |
| Crouching | F | Driving pins, setting boards |
| Crawling | F | Under bridges, finishing cement, setting forms |
| Bending | F | Picking up tools, finishing cement, setting forms |
| Twisting | F | Retrieving tools, picking up signs |
| Climbing | N | |
| Balancing | N | |
| Vision | C | Observations, driving |
| Hearing | C | Staff, supervisor, public |
| Talking | F | Staff, supervisor, public |
| Foot Controls | O | Driving, operating equipment |
| Other (specify) | N | |

CSC Adopted: October 2001, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Dump truck, snowplows, salt spreaders, finishing tools, air hammer, compressor, drill, hammer, concrete saws, hand saw, string line, straight edge, shovel, rakes, floats, portable rollers, chain saw, boats, scaffolding, lift trucks, cranes, generator, power tools, backhoe, cones, signs, arrow boards

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | D | Dirt and Dust | D |
| Chemical Hazards | D | Extreme Temperatures | D |
| Electrical Hazards | M | Noise and Vibration | D |
| Fire Hazards | M | Fumes and Odors | D |
| Explosives | N | Wetness/Humidity | S |
| Communicable Diseases | S | Darkness or Poor Lighting | S |
| Physical Danger or Abuse | D | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | -- |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | X |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety vest, hard hat, safety shoes, safety glasses, ear protection, knee pads, gloves, safety harness, life jackets

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

(3)